

## **REMOVAL CHECK LIST**

- The attorney of record must be a **MEMBER OF THE BAR** for the Eastern District of Missouri or file a motion with the court to appear pro hac vice.( See Local Rule 12.01 for requirements)
- The attorney of record must **SIGN ALL INITIATING DOCUMENTS** pursuant to FRCP11.
- To file a removal by e-mail, the attorney must have a credit card on file with the court.
- The plaintiffs and defendants listed on the front of the **NOTICE OF REMOVAL** must match the parties listed on the original Petition that was filed in the state court. If any portion of the style (name of the case) changed in state court, (whether a party was dismissed, changed or added), then a copy of the order or document changing the style must be filed with the Notice of Removal.
- Pursuant to Local Rule 2.04, “**JURY TRIAL DEMANDED**” must be written on the face of the Notice of Removal if a jury trial is being requested.
- The correct **DIVISION** must be noted on all of the pleadings - the Eastern District of Missouri is comprised of the **NORTHERN - SOUTHEASTERN - EASTERN DIVISIONS** pursuant to 28U.S.C.105 of the FRCP and Local Rule 2.07.
- Pursuant to the E-Government Act of 2002, all civil pleadings filed, including the original state court petition and exhibits, must not contain **PERSONAL IDENTIFIERS**, ( i.e. social security numbers, names of minor children, dates of birth and financial account numbers). Personal information **MUST** be redacted before the case is submitted to the court.
- The **NOTICE TO THE PLAINTIFF**.
- The **NOTICE TO STATE COURT** is filed in the U.S. District Court after the state court acknowledgment (state court file stamp) is received. . After the case is opened on the system, this document may be filed through ECF.
- The **ORIGINAL FILING FORM** must be completed. If the case was filed previously, then the prior officiating judge must be listed along with the previous case number.
- All information requested must be entered and all sections completed on the **CIVIL COVER SHEET**.
- Pursuant to Local Rule 2.03, A copy of the **COMPLETE FILE FROM STATE COURT INCLUDING SUMMONS AND RETURN OF SUMMONS** (if any) **FOR ALL DEFENDANTS**.
- If the defendant is a corporation, the **DISCLOSURE OF CORPORATION INTERESTS CERTIFICATE** form must be completed and filed with the removal papers.
- The fee for filing a **REMOVAL** is \$250.00. The fee for a **MOTION PRO HAC VICE** is \$25.00 and should be submitted with the motion. The court accepts payment by cash, credit card or check. If payment is being made by check, it should be made payable to “Clerk, U.S. District Court”.